## **Flex Plan Attendance Agreement**

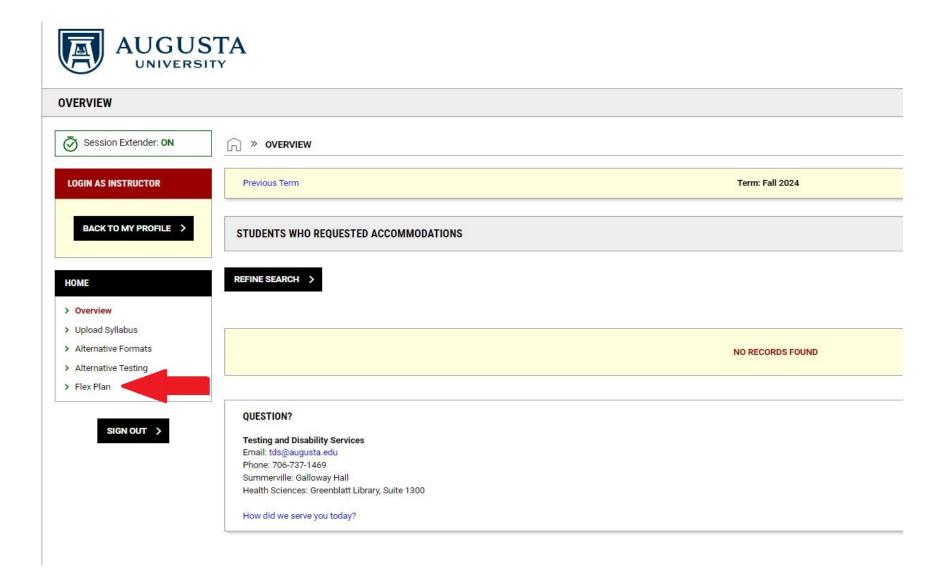
**Flexibility** might involve adjusting course policies on attendance, deadlines, or exam/quiz schedules. Students are expected to show progress toward completing assignments when requesting flexibility. Since each course has unique syllabus requirements for attendance, exams, and deadlines, this accommodation requires a course-by-course assessment to determine what is reasonable and appropriate.

Not all classes will allow for the same level of flexibility. The extent of flexibility will depend on the course's design, structure, and specific learning objectives. This accommodation cannot fundamentally alter the course. Instructors are responsible for evaluating course requirements and determining the essential standards.

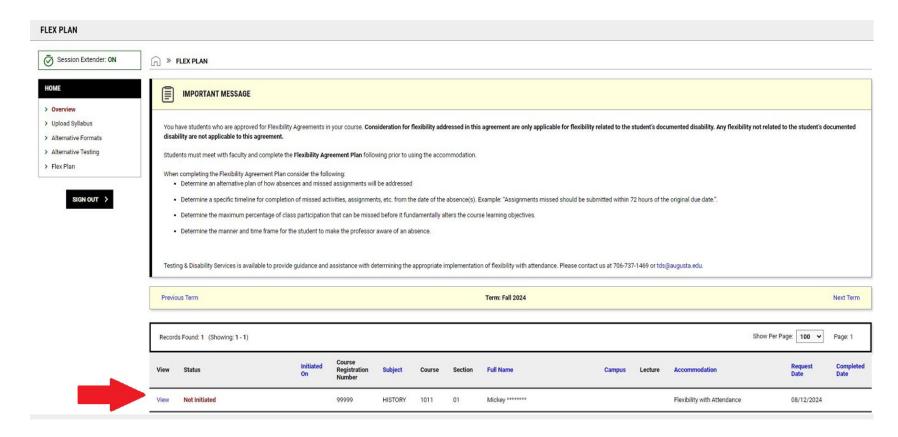
Instructors initiate the flex plan for each course to determine the boundaries and stipulations of the agreement and send it to the student for review. **Students must schedule an appointment with each instructor for approval and finalization of the Flex Plan.** This is a collaborative process between the student and instructor to ensure that both parties clearly understand the agreement, protecting against any potential misunderstandings. You will define the boundaries of flexible attendance answer the questions below in the **Flex Plan** section of the AIM Instructor Portal.

- 1. Will this accommodation fundamentally alter the course requirements or learning objectives?
- 2. Is the student required to participate in events which occur outside of scheduled class times or activities?
- 3. Does the class include labs, clinicals, activities, events, presentations, group work, etc. in addition to class time?
  - a. If so, what are the events and dates?
- 4. Are there any such activities (labs, clinicals, activities, events, presentations, group work, etc.) that cannot be made up for any reason?
  - a. Yes, If so, please determine those for this agreement.
- 5. Please create a make-up plan should the student miss a assignment.
- 6. Please create a make-up plan should the student miss a test or exam.
- 7. Please create a make-up plan should the student miss a lab or clinical?
- 8. Please create a make-up plan should the student miss a presentation required for the course?
- 9. What percentage of labs, clinicals, activities, events, presentations, group work, etc. can be missed without fundamentally altering the course outcomes?

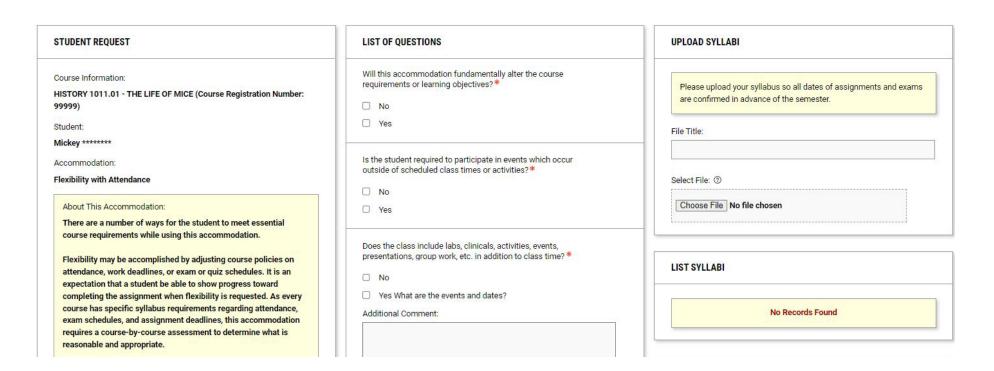
1. Login to the AIM Portal. To view any flex plans that are available, select Flex Plan from the menu on the left.



2. You will see a list of students who are approved for flexibility with their attendance. In this example, you'll notice there is one flex plan ready for review. Select **View** to see each student's Flex Plan Agreement.



- 3. On this page there are three columns.
  - **STUDENT REQUEST** on the **left** displays the student, course, accommodations, and Disability Specialist information.
  - **LIST OF QUESTIONS** in the **middle** contains the questions you are asked note how flexible attendance can be implemented as an approved accommodation without fundamentally altering your course and the learning objective(s).
  - **UPLOAD SYLLABI** on the **right** allows you to upload a copy of your syllabus to provide a guide to required assignments, labs, exams, activities, etc.



At the bottom of the **right column** under **OPTIONS** you can copy the same parameters of this Flex Plan Agreement. Although not all classes allow for the same level of flexibility and the extent of flexibility will depend on the course's design, structure, and specific learning objectives, You can choose to either **Other Requests in the Same Course** OR **Copy to Other Request in My Courses** (all the classes you are teaching this semester)

Not every class can be flexed or will be flexed in the same way.  There may be reasonable limits to flexibility based on the design		OPTIONS
and structure of each course and the specific course learning objectives. This accommodation should not result in a fundamental alteration of the course. Instructors are responsible for analyzing course requirements and determining essential course standards.  Students should contact faculty to complete the Flexibility with Attendance and Assignment Instructor Agreement. This is an interactive process between the student and instructor which protects both the student and the instructor from any misunderstandings and ensures that the details of the agreement are clear to both parties.	Are there any such activities (labs, clinicals, activities, events, presentations, group work, etc.) than cannot be made up for any reason? *  No Yes, If so please determine those for this agreement.  Additional Comment:	Copy to Other Requests in the Same Course: This responses to other students in the same course v accommodation where the status of the Flex Plar Initiated".      Copy to Other Requests in My Courses: This optic responses to other students in any course with the accommodation where the status of the Flex Plar Initiated".
Testing and Disability is available to meet to provide assistance with this accommodation by contacting us at 706-737-1469 or tds@augusta.edu.		Action: Select One
orm Available On: Ionday, August 12, 2024	Please create a make up plan should the student miss a assignment.*	
Primary Disability Service Provider:  Rebecca Berger		
Status: Not Initiated	Please create a make up plan should the student miss a test or exam.*	

4. Students are prompted to meet with faculty within one week of your completion of the Flex Plan Agreement. Students must meet with instructions to review and complete the Flex Plan Attendance Agreement before flexibility with attendance is an approved accommodation. **Accommodations are never retroactive.** and are expected to make an appointment with you to review the Flex Plan Attendance Agreement.